



## Property Accountability Field Supervisor

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### Details

**Job ID :** 336

**Title :** Property Accountability Field Supervisor

**Job Code :** 813

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR OVERSEEING THE SYSTEMATIC OPERATION OF PROPERTY ACCOUNTABILITY.

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### Required Qualifications

**Education :** 2 Year Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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### Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- GOOD COMMUNICATION SKILLS
- LIFT 50 POUNDS

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### Job Preferred Knowledge

- AUTOCAD EXPERIENCE

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### Job Duties

- TRAINS, SCHEDULES, SUPERVISES DEPARTMENT STAFF
- ASSURES ALL RECORDS AND REPORTS ARE TIMELY AND ACCURATE
- ASSISTS WITH PROCEDURAL PROBLEMS
- REVIEWS COMPLETED WORK
- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



## Property Accountability Officer I

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### Details

**Job ID :** 337

**Title :** Property Accountability Officer I

**Job Code :** 402

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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### Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

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### Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



## Property Accountability Officer II

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### Details

**Job ID :** 338

**Title :** Property Accountability Officer II

**Job Code :** 502

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS A PROPERTY ACCOUNTABILITY OFFICER I

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### Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

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### Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



## Property Accountability Officer III

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### Details

**Job ID :** 339

**Title :** Property Accountability Officer III

**Job Code :** 602

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS A PROPERTY ACCOUNTABILITY OFFICER II

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### Job Skills/Abilities

- VALID DRIVERS LICENSE
- TRAVEL STATEWIDE
- LIFT 50 POUNDS

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### Job Duties

- PERFORMS STATEWIDE PHYSICAL INVENTORY AUDITS
- OVERSEES TEMPORARY EMPLOYEES AT SITE VISITS
- UPDATES ARCHITECTURAL PLANS TO COINCIDE WITH CURRENT INVENTORY ALLOCATIONS
- READS FLOOR PLANS
- ENTERS DATA INTO ARCHIBUS
- OTHER DUTIES AS ASSIGNED



## Real Property Coordinator III

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### Details

**Job ID :** 346

**Title :** Real Property Coordinator III

**Job Code :** 1014

**Salary :** \$2,603.00 (Monthly)

**Grade :** 10

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

DESIGNS OFFICE LAYOUTS, COORDINATES RENOVATION PROJECTS, AND/OR ADMINISTERS REAL PROPERTY LEASES.

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### Required Qualifications

**Education :** 2 Year Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 2 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS OF EXPERIENCE MUST BE AS A REAL PROPERTY COORDINATOR II

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### Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- EXPERTISE IN DESIGN DOCUMENTS
- ABILITY TO CLIMB, BEND AND STOOP

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### Job Duties

- RESOLVES SPACE ISSUES
- DESIGNS OFFICE LAYOUTS USING AUTOCADD
- RECOMMENDS FURNITURE CHOICES
- PLACES FURNITURE ORDERS
- MANAGES RENOVATION PROJECTS
- DESIGNS AND REVIEWS FLOOR PLANS
- CONDUCTS SPACE ALLOCATIONS
- DESIGNS MAPS
- ADMINISTERS REAL PROPERTY LEASING PROCEDURES
- REVIEWS NEED, ADVERTISES FOR SPACE
- PERFORMS ON-SIGHT INSPECTIONS
- COORDINATES MOVES AND SERVICES
- OTHER DUTIES AS ASSIGNED



## Supervisor - Property Accountability

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### Details

**Job ID :** 335

**Title :** Supervisor - Property Accountability

**Job Code :** 1113

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR SUPERVISING PROPERTY ACCOUNTABILITY STAFF AND MANAGING STATEWIDE PROPERTY ACCOUNTABILITY SYSTEM.

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### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS OF EXPERIENCE MUST INCLUDE INVENTORY EXPERIENCE

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### Job Skills/Abilities

- MICROSOFT OFFICE
- AUTOCAD
- EXPERTISE WITH DESIGN DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

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### Job Duties

- SUPERVISES PROPERTY ACCOUNTABILITY STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- MANAGES STATEWIDE INVENTORY PROGRAM
- SCHEDULES AND COORDINATES VISITS TO SITES WITH LOCAL OFFICIALS
- WORKS WITH COJ STAFF, STATE AUDITOR, AND FINANCE ON FURNITURE/EQUIPMENT REPORTING REQUIREMENTS
- IMPLEMENTS AND MANAGES ARCHIBUS DATABASE
- GENERATES REQUIRED REPORTS
- OTHER DUTIES AS ASSIGNED



## Supervisor - Warehouse

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### Details

**Job ID : 353**

**Title :** Supervisor - Warehouse

**Job Code :** 1116

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

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### Required Qualifications

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR RELATED FIELD

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### Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

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### Job Duties

- SUPERVISE STAFF
- ASSIGN JOBS TO STAFF
- OVERSEES WAREHOUSE OPERATIONS
- SCHEDULES OFFICE MOVES
- ORDERS NEW FURNITURE FOR PROJECTS AND STOCK
- COORDINATES FURNITURE LAYOUT AND DESIGN IN JUDICIAL FACILITIES
- COMMUNICATIONS WITH COURT PERSONNEL TO IDENTIFY PROBLEMS
- OTHER DUTIES AS ASSIGNED



## Team Leader - Logistics

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### Details

**Job ID : 482**

**Title :** Team Leader - Logistics

**Job Code :** 732

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

Coordinates and oversees the receiving, shipping, issue, transfer, transport, warehousing, and surplus of COJ equipment

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 years of related experience must with AOC logistics-related duties

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### Job Skills/Abilities

- Valid driver's license
- Ability to travel statewide
- Ability to lift and carry 50 pounds

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### Job Duties

- Oversight of receiving, issuing, warehousing, surplus, and tracking COJ furnishings and equipment in accordance with COJ policies and procedures
- Oversight of COJ fleet operations, maintenance, and repairs
- Provides assistance to all COJ officials and staff
- Coordinates services with appropriate parties
- Prepares required reports
- Implements required policies, programs, and procedures
- Ensures compliance with approved budgets, authorizations, and/or AOC guidance
- Conducts logistics and services related training for COJ officials and staff
- Represents the AOC Department of Court Facilities in meetings as required
- Other duties as assigned





## Warehouse Crew I

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### Details

**Job ID :** 356

**Title :** Warehouse Crew I

**Job Code :** 403

**Salary :** \$1,667.00 (Monthly)

**Grade :** 4

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR TRANSPORTING, INSTALLING, AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** None

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### Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

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### Job Duties

- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



## Warehouse Crew II

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### Details

**Job ID : 357**

**Title :** Warehouse Crew II

**Job Code :** 503

**Salary :** \$1,784.00 (Monthly)

**Grade :** 5

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR TRANSPORTING, INSTALLING AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS WAREHOUSE CREW I

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### Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

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### Job Duties

- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



## Warehouse Crew III

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### Details

**Job ID :** 358

**Title :** Warehouse Crew III

**Job Code :** 603

**Salary :** \$1,909.00 (Monthly)

**Grade :** 6

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR TRANSPORTING, INSTALLING AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 4 Years of Related Experience

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### Job Required Knowledge

- 4 YEARS OF RELATED EXPERIENCE MUST BE AS WAREHOUSE CREW II

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### Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

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### Job Duties

- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



## Warehouse Crew Leader

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### Details

**Job ID :** 355

**Title :** Warehouse Crew Leader

**Job Code :** 714

**Salary :** \$2,042.00 (Monthly)

**Grade :** 7

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR SUPERVISION OF WAREHOUSE CREW WHILE TRANSPORTING, INSTALLING AND REMOVING FURNITURE IN JUDICIAL FACILITIES OR SHIPPING/RECEIVING OF EQUIPMENT AND FURNITURE.

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### Required Qualifications

**Education :** High School Graduate or GED

**Education Substitute :** None

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- 3 YEARS OF RELATED EXPERIENCE MUST BE AS WAREHOUSE CREW I OR WAREHOUSE CREW II

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### Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

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### Job Duties

- CREW LEADER
- TRANSPORTS, INSTALLS, AND REMOVES FURNITURE
- RECEIVES AND SHIPS EQUIPMENT AND FURNITURE
- SCHEDULES OFFICE MOVES
- OTHER DUTIES AS ASSIGNED



## Warehouse Operations Assistant Supervisor

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### Details

**Job ID : 354**

**Title :** Warehouse Operations Assistant Supervisor

**Job Code :** 815

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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### Job Departments

- Administrative Services - Property Accountability

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### Purpose

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

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### Required Qualifications

**Education :** 2 Year Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 3 Years of Related Experience

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### Job Required Knowledge

- SUPERVISORY EXPERIENCE PREFERRED

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### Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

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### Job Duties

- SUPERVISES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- SCHEDULES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- MAY OVERSEE AOC FLEET VEHICLES
- EXAMINES ORDERS FOR ACCURACY
- OTHER DUTIES AS ASSIGNED